



EMBASSY OF THE UNITED STATES OF AMERICA
Position Vacancy Announcement
ANNOUNCEMENT NO: VA-14-02

OPEN TO All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.

POSITION Electrical Trades Foreman

OPENING DATE Thursday: October 31, 2013

CLOSING DATE Thursday: November 14, 2013

WORK HOURS Full-time; 40 hour workweek

GRADE/SALARY FSN-07 11,985.00 USD

ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN

The U.S. Embassy in Khartoum, Sudan is seeking qualified individual for the position of Electrical Trades Foreman at the Facilities Maintenance Office.

BASIC FUNCTION OF POSITION

Serves as the Embassy Electrical Trades Foreman, under the direction of the Embassy Maintenance Supervisor. The incumbent is responsible for coordinating and supervising the work of employees engaged in the general electrical trades' maintenance, repair, minor construction, and upkeep of the Embassy buildings compound in Soba, Khartoum. The Embassy compound consists of the Office Building, Annex, General Services and Facilities Shops Areas, Marine House, the Service and Entrance CACs and PACs, associated facilities as the Waste Water treatment, Utilities building and where systems such as the generators, electrical switchgear, air conditioning chillers and pumps, the main water storage tank, and a variety of pumping systems are located. The position is also responsible for the various grounds and utilities, security, lighting, fuel pumps, and support systems. This position also supports and as required serves as the residential electrical trades' foreman responsible for the maintenance and repair of the Government Owned (GO) properties to include the Chief of Mission Residence, 8 townhouses; approximately 40 short-term leased (STL) residential properties. May also be required to support the electrical trade's maintenance repair and construction requirements of Consulate General Juba. Responsible for the responsibilities defined as Electrical installation and construction, electrical repair low voltage and medium voltage, repair and maintenance fire alarm and security systems, maintenance and repair of appliances, lighting, interior distribution, and interior and exterior lighting systems. The incumbent also performs the work of employees under his/her direction and other duties as required. The majority of the work is assigned using the work order for windows (WOW) module. The incumbent performs daily work such as preparing time and attendance reports, personnel actions such as employee appraisals, and documentation of the work assigned and completed. The incumbent provides coverage for emergency services to support both Embassy and residential operations and maintenance requirements as required, such as responding to power outages or to support other shops/trades, 24 hours per day, seven days per week (24/7) in support of all Embassy and mission operational requirements.

QUALIFICATIONS (REQUIRED)

Applicants must meet **ALL** of the following criteria to be considered for employment

1. Education:

Completion of a technical degree or diploma in any electrical trades' subject.

2. Work Experience:

Completion of vocational training from an accredited institute recognized as producing journeyman level electricians or substituted with a minimum of 5 years in any of the electrical trades with at least 1 year of supervisory experience.

3. Language Proficiency (Applicants Will be tested as applicable):

English: Level III (Good working Knowledge)

Arabic: Level III (Good working Knowledge)

4. Skills and Abilities:

- Ability of meet and deal tactfully and courteously with fellow employees, subordinates, supervisory personnel, junior and senior Foreign Service officers, vendors and contractors.
- Ability to assign, supervise, and inspect the work of building trades journeyperson, workers, and trades helpers; read and interpret blueprints and work from plans and specifications; estimate material and labor requirements; analyze situation accurately and adopt an effective course of action; keep accurate records and prepare reports; effectively contribute to the mission on a daily basis by meeting each requirement by effective supervision and efficient use of materials.
- Must have the ability to self-plan and schedule work assignments of subordinates accordingly for best use of time.
- Ability to use a variety of powered, non-powered and powered hand tools, shop equipment such as drills, hammer drills, meggers, electrical meters (volts, resistance, amps, ground), grinders, and a variety of hand tools and equipment associated with the electrical trades. Uses specialty tools such as Infrared Camera, Light meter, circuit tracers, phase sequence indicators and a variety of other equipment that is valued at approximately \$20K total.
- A driving license.

SELECTION CRITERIA

- Applicants must be eligible for employment under local labor law, i.e. must have a valid Sudanese work permit if applicable.
- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
- Selected candidates must pass a pre-employment medical and security clearance prior to an offer of employment.
- When fully qualified, U.S. Citizens and U.S. Veterans are given preference.

TO APPLY

All applicants must submit the following:

1. DS-174, Application for Employment available at the U.S. Embassy website http://sudan.usembassy.gov/job_opportunities.html, "Job Opportunities".
 - ONLY Application Form DS-174 will be accepted.
 - DO NOT attach any additional documents.
 - Applications submitted on any other form, or with attachments, will NOT be considered.
2. Completed applications must be received on or before 04:00 PM on the closing date.
 - Applications received after the closing date will not be considered.
3. Applications may be submitted as follows:
 - E-mail: KhartoumHRApplications@state.gov. Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
 - By Hand: Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. Application box outside Consular Entrance.
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.